



**POCKET ORGANIZER**

**OPERATING MANUAL**

English Language

The EL-3100, EL-3200,  
and EL-3300 **ROLODEX®**  
Pocket Organizer

**ROLODEX®**

## PREFACE

More than 50 years ago, Rolodex revolutionized information management with a unique card file system that organized names, addresses, and phone numbers. That single innovative idea has changed the way people work. Rolodex continues the tradition of innovative excellence with the Model EL-3100, the Model EL-3200 and the Model EL-3300 Rolodex Pocket Organizer.

The Model EL-3100, the Model EL-3200, and the Model EL-3300 Rolodex Pocket Organizers are programmable electronic card files and organizers. They are simple, yet sophisticated instruments for storing, maintaining and retrieving vital information. Their powerful 64kB/128kB memories can store thousands of individual names, phone numbers, addresses, and miscellaneous information that can be viewed instantly. Unique reminder features store notes, appointments, and special dates.

The Model EL-3100, the Model EL-3200, and the Model EL-3300 Rolodex Pocket Organizers include wireless infrared file transfer systems, built-in security features to protect confidential files, duplicate file detection, full function calculators with memory, notepads, full function alarm clocks, and appointment calendar features with multiple scheduling functions.

Large, Supertwist LCD screens feature clearly defined characters and accurate viewing from multiple angles. On-screen prompts indicate which mode users are in.

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## NOTICE

Rolodex strongly recommends that users maintain separate and permanent written records for all data stored in the Model EL-3100, the Model EL-3200, and the Model EL-3300 Rolodex Pocket Organizers. All memory products, computers included, can experience, under certain conditions, loss or alteration of data.

Rolodex assumes no responsibility or liability for any alteration or loss of data, whether due to changing of batteries, use beyond battery life, repairs, defects, or misuse. Rolodex further assumes no responsibility or liability for any direct or indirect financial losses claimed by third parties as a result of the use or loss of this product, regardless of the circumstances under which such losses occurred.

## INTRODUCTION

Your Rolodex Pocket Organizer has been designed to provide years of reliable service. To assure trouble-free operation, read and follow this operating manual carefully.

### 1. Handling

Do not drop or jar. Do not expose to magnetic fields, extreme temperature, humidity, or dust. Use moderate pressure on keys. See Figure 1.



Figure 1

## 2. Cleaning

Wipe with a dry cloth. Do not use solvents or cleaners.

## 3. Getting Familiar

View front of unit; press Release Catch and lift cover. See Figure 2.

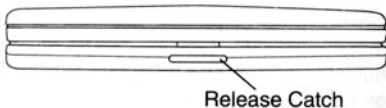


Figure 2

Press **ENTER** (Enter key); notice Screen is 24 characters wide (one line of information) by 6 lines long (one page of information). Icons (small pictures) indicate special features or modes being used.

Keyboard contains Numbers, Letters, Symbols, a Space Bar, a Return key, an Erase key, and an Enter key. See Figure 3.

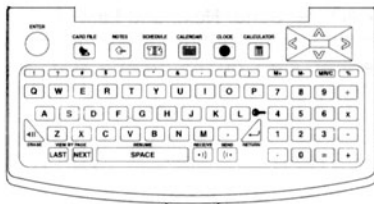


Figure 3

Top keys, with icons, are Function keys. Function keys are used to access special features. See Figure 4.



Figure 4

Calculator keys are located on right side of keyboard. See Figure 5.



Figure 5

Receive, Send, Next, and Last keys are located near bottom of keyboard, on either side of the Space Bar. See Figure 6.



Figure 6

Arrow keys are located on upper right of keyboard. See Figure 7.

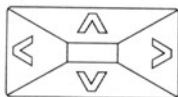


Figure 7

Close cover; turn unit on end. Infrared diodes are located on both sides. These diodes transfer information between multiple units. See Figure 8 (Receiver), and Figure 9 (Transmitter).

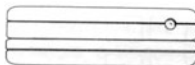


Figure 8

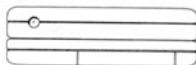


Figure 9

Communications-compatible units, such as EL64KPL, EL128k, and EL64k (send only) can also transfer files between IBM/IBM compatible PCs (Personal Computers). See enclosed PCLink coupon for details.

Turn unit over. Reset Hole and Battery Compartments are on bottom. See Figure 10.

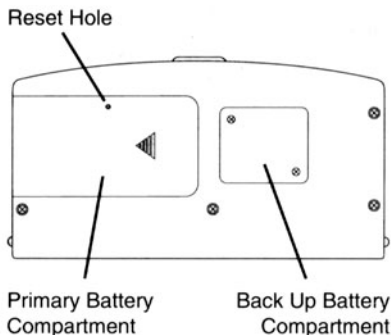


Figure 10


#### 4. Using This Manual

This manual contains step-by-step instructions and illustrations for typical operations. Read entire manual, even if you do not intend to use every function.


Function, numbered, and lettered keys appear as icons in text.

Printed tabs separate important parts of manual; bend manual to view tabs.

#### 5. Basic Operation

Press  or any function key to start unit.

To **access** information, press corresponding function key. Screen prompts guide user.

To **enter** information, press , then press corresponding function key. Screen prompts guide user. Type information, as required.

Edit and erase functions operate in a similar, intuitive manner.



Rolodex Pocket Organizers automatically shut down if not used within four minutes. Data entered is automatically saved prior to shut down, even if screen entry is not completed. To return to last screen viewed, press Space Bar; to return to main menu, press Enter key.

Rolodex Pocket Organizers have many easy to use features that supplement basic functions and personalize the unit. These features are described in Configuration section.






## FUNCTIONS

Special operations are controlled by Function keys, as follows:

### 1. Card File Function

This is an electronic card file; it is divided into Business and Personal directories. Each card can contain up to 50 lines of information. To save memory, keep information as short as possible.

#### Entering Card Files

- a. Press .
- b. Press  (Card File key); a list of choices appears.
- c. Press  for Business Cards; press  for Personal Cards.
- d. At prompt, type last name; press , then type first name.


- e. Follow format that appears on screen. Maximum characters per line:


Name: 24 characters

Company name:  
24 characters



Telephone/fax number:  
19 characters each

Address/Miscellaneous:  
24 characters by 46 lines

- f. Press  (Return key); type additional information, as prompted.

- g. Type telephone number; press  (Minus) calculator key for dashes between country codes, city codes, area codes, and telephone numbers.

- h. Press  after completing each line.

- i. When information is complete, press  to save card.
- j. To enter another card, type information at prompt, or
- j. To exit, press  or any function key. See Figure 11 for an example of a completed card.





*JONES MIKE  
FAST SALES INC  
TEL # 123-457-5602  
FAX # 123-457-7562  
123 FIRST ST.  
ANYTOWN ST 01234*

Figure 11



## Recalling Card Files

- Press ; a list of choices appear.
- Press  for Business Cards; press  for Personal Cards. A prompt appears. See Figure 12.






→ BROWN TOM	123-666-3000
CLARK MARY	123-980-2300
JONES MIKE	123-457-5602
SMITH PAUL	123-782-7822
TAYLOR JOE	123-549-4455
WEBSTER PA	123-543-0023



Figure 12


- Type first few letters of person's name; screen scrolls to closest match, or




Sorting can be accomplished only by name (first line) and not by company (second line).








- Press  (Up Arrow key) or  (Down Arrow key) to scroll, line by line, or
- Press  (Next key) or  (Last key) to scroll, page by page.
- Press **Arrow keys** to move cursor to left of selected card.
- When card name is reached, press ; first 6 lines of card appear.
- View rest of card.

Press  or  to scroll, line by line, or

- Press  or  to scroll, page by page.
- To return to Card File index, press , or

- k. To exit, press  or any function key.

### Editing Card Files

- a. Press ; a list of choices appear.
- b. Press  for Business Cards; press  for Personal Cards. A prompt appears.
- c. Type first few letters of person's name; screen scrolls to closest match, or
- d. Press  or  to scroll, line by line, or
- e. Press  or  to scroll, page by page.
- f. Press **Arrow keys** to move cursor to left of selected title.

- g. Press ; first 6 lines of card appear.







- h. Press  (Erase key); a blinking cursor appears next to last letter on first line of card. See Figure 13.



Figure 13


- i. View rest of card. Press  or  to scroll, line by line, or
- j. Press  or  to scroll, page by page.

- k. Press **Arrow keys** to move cursor to right of information to be changed.




- l. Press  once for each character to be deleted; type new information, as required.

- m. Press  to save changes.



- n. To enter another card, type information, as required, or



- o. To exit, press  or any function key.

### Erasing Card Files


- a. Press ; a list of choices appears.
- b. Press  for Business Cards; press  for Personal Cards. A prompt appears.



- c. Type first few letters of person's name; screen scrolls to closest match, or


- d. Press  or  to scroll, line by line, or


- e. Press  or  to scroll, page by page.

- f. Press **Arrow keys** to move cursor to left of selected card.

- g. Press and hold  for five seconds. A screen prompt appears to confirm deletion.

- h. Press  key for Yes; press  key for No.

- i. To return to Card File index, press , or

- j. To exit, press  or any function key.
- k. Refer to Configuration section for advanced sorting and display features.




## 2. Schedule Functions

The Schedule Function records information, sets audible alarms, and displays reminders. To save memory, keep information as short as possible.

### Entering Schedules

Three schedules are available, as follows:

- **Timed Schedule** is an alarm clock. It records daily scheduled information, sounds alarms at preset hours and minutes, and displays up to 50 lines of information about each alarm.

- a. Press .
- b. Press  (Schedule key); a list of choices appear.
- c. Press  key for Timed Schedule; a screen prompt appears.

- d. Type alarm time; use two numbers for hours **(HH)**, two numbers for minutes **(MM)**, followed by an **A** for A.M. or a **P** for P.M. Precede single digit entries with a zero **(0)**.

Example:

**(HH:MM A or HH:MM P).**

- e. Type month **(MM)**, day **(DD)**, and year **(YY)** of appointment. Use two numbers for each month, day, and year. Precede single digit entries with a zero **(0)**.

Example:

**(MM:DD:YY).**

- f. Type additional lines of information about alarm, as required.
- g. Press **ENTER** to save Timed Schedule.
- h. To enter another Timed Schedule, type information at prompt, or


- i. To exit, press **ENTER** or any function key.
- j. Audible alarms sound daily at scheduled times. To turn alarm off, press any key.

• **Dated Schedule** is an appointment calendar. It records appointments and displays up to 50 lines of information about each appointment.

- a. Press **ENTER**.
- b. Press **888**; a list of choices appears.
- c. Press **2** for Dated Schedule. A prompt appears.
- d. Type month **(MM)**, day **(DD)**, and year **(YY)** of appointment. Use two numbers for each month, day, and year. Precede single digit entries with a zero **(0)**.

Example:

(MM:DD:YY).

- e. Type additional lines of information about schedule, as required.
- f. Press  to save Dated Schedule. See Figure 14 for completed schedule.

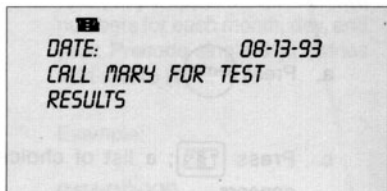






Figure 14

- g. To enter another Dated Schedule, type information at prompt, or
- h. To exit, press  or any function key.



• **Anniversary Schedule** is a record of anniversaries and other important dates. It displays up to 50 lines of information about each date.

- a. Press .
- b. Press ; a list of choices appears.
- c. Press  key for Anniversary Schedule; a prompt appears.
- d. Type month (**MM**), day (**DD**), and year (**YY**) of anniversary. Use two numbers for each month, day, and year. Precede single digit entries with a zero (**0**).

Example:

(MM:DD:YY).

- e. Type additional lines of information about anniversary, as required.

- f. Press  to save Anniversary Schedule.
- g. To enter another Anniversary Schedule, type information at prompt, or
- h. To exit, press  or any function key.

### Viewing by Schedule

- a. Press ; a schedule index appears. See Figure 15.

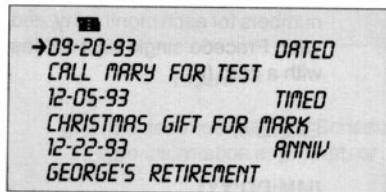











Figure 15


- b. Press  or  to scroll, line by line, or


- c. Press  or  to scroll, page by page, or
- d. Type exactly the letters of the file name; screen scrolls to closest match.
- e. Press **Arrow keys** to move cursor to left of selected title.

- f. Press ; a schedule appears.








- g. View rest of schedule. Press  or  to scroll, line by line, or









- h. Press  or  to scroll, page by page.

- i. To return to schedule index, press , or

- j. To exit, press  or any function key.

## Editing Schedules







- a. Press ; a schedule index appears. Schedule index displays schedules in chronological order beginning with daily schedules, followed by dated schedules.
- b. Press  or  to scroll, line by line, or
- c. Press  or  to scroll, page by page, or
- d. Type exactly the letters of the file name; screen scrolls to closest match.
- e. Press **Arrow keys** to move cursor to left of selected title.
- f. Press ; a schedule appears.
- g. Press  once; a blinking cursor appears next to last letter on first line of file.






- h. View rest of schedule.  
Press  or  to scroll, line by line, or
- i. Press  or  keys to scroll, page by page.
- j. Press **Arrow keys** to move cursor to right of information to be changed.
- k. Press  once for each character to be deleted; type new information, as required.
- l. Press  to save changes.
- m. To return to schedule index, press , or
- n. To exit, press  or any function key.









## Copying a Schedule




This function provides a means of entering same schedule to different days.

- a. Press ; a schedule index appears. The schedule index displays schedules in chronological order beginning with daily schedules, followed by dated schedules.
- b. Press  or  to scroll, line by line, or
- c. Press  or  to scroll, page by page, or
- d. Type exactly the letters of the file name; screen scrolls to closest match.
- e. Press **Arrow keys** to move cursor to left of selected title.
- f. Press ; a schedule appears.

- g. Press and hold ; press and release . A prompt appears at date; release **Space Bar**.
- h. Type new date and new time for new schedule.
- i. Press ; a schedule appears in index with new date and time.
- j. To enter another schedule, type information as required, or
- k. To return to schedule index, press , or
- l. To exit, press  or any function key.

## Erasing a Schedule





- a. Press ; a schedule index appears. The schedule index displays schedules in chronological order beginning with daily schedules, followed by dated schedules.
- b. Press  or  to scroll, line by line, or
- c. Press  or  to scroll, page by page, or
- d. Type exactly the letters of the file name; screen scrolls to closest match.
- e. Press **Arrow keys** to move cursor to left of selected title.
- f. Press and hold  for five seconds. A screen prompt appears to confirm deletion.


- g. Press  key for Yes; press  key for No. A schedule index appears.
- h. To exit, press  or any function key.
- i. Refer to Configuration section for advanced display features.

### 3. Reminder Notes Function

This is an electronic notepad; it eliminates paper clutter and maximizes organization. To save memory, keep information as short as possible.

#### Entering Notes

- Press .
- Press  (Notes key); a title prompt appears. Notes function automatically records date and time of entry.
- Type a descriptive title; press , then type note.
- When note is complete, press  to save.
- To enter another note, type information at prompt, or

- To exit, press  or any function key. See Figure 16 for a completed note.

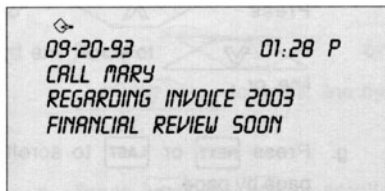








Figure 16


#### Recalling Notes

- Press ; a notes index appears.
- Press  or  to scroll, line by line, or
- Press  or  to scroll, page by page, or
- Press **Arrow keys** to move cursor to left of selected title.


e. Press ; a note appears.


f. View rest of note.

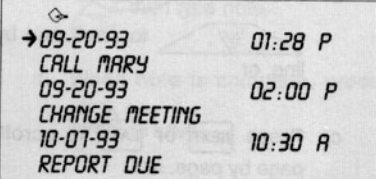
Press  or

 to scroll, line by line, or

g. Press **NEXT** or **LAST** to scroll, page by page.

h. To return to notes index, press , or

i. To exit, press  or any function key. See Figure 17 for a notes index screen.







	09-20-93	01:28 P
	CALL MARY	
	09-20-93	02:00 P
	CHANGE MEETING	
	10-07-93	10:30 A
	REPORT DUE	

Figure 17

## Editing Notes

a. Press ; a notes index appears.



b. Press  or  to scroll, line by line, or





c. Press **NEXT** or **LAST** to scroll, page by page, or

d. Press **Arrow keys** to move cursor to left of selected title.






e. Press ; a note appears.


f. Press  once; a blinking cursor appears.

g. View rest of note.  
Press  or  to scroll, line by line, or

- h. Press **NEXT** or **LAST** to scroll, page by page.
- i. Press **Arrow keys** to move cursor to right of information to be changed.
- j. Press  once for each character to be deleted; type new information, as required.
- k. Press  to save changes.
- l. To enter another file, type information at prompt, or
- m. To return to notes index, press , or
- n. To exit, press  or any function key.

## Erasing Notes

- a. Press ; a notes index appears.
- b. Press  or  to scroll, line by line, or
- c. Press **NEXT** or **LAST** to scroll, page by page.
- d. Press **Arrow keys** to move cursor to left of selected title.
- e. Press and hold  for five seconds. A screen prompt appears to confirm deletion.
- f. Press **Y** for Yes; a notes index appears, or
- g. Press **N** key for No; press ; a notes index appears.





h. To exit, press  or any function key.

i. Refer to Configuration section for advanced sorting and display features.

#### 4. Clock Function

This function displays time and date.

##### Setting the Clock

- a. Press and hold  (Clock key); press  and hold. A prompt appears; release **Clock key** first, then release **Space Bar**.
- b. Type current time in hours (**HH**), and minutes (**MM**), followed by an  for A.M. or a  for P.M. Precede single digit entries with a zero (**0**).


Example:


(**HH:MM A** or **HH:MM P**).

- c. Type current month (**MM**), day (**DD**), year (**YY**). Precede single digit entries with a zero (**0**).

Example:

(**MM:DD:YY**).

d. Press ; time and date display.

e. To exit, press  or any function key. See Figure 18 for a setting clock screen.

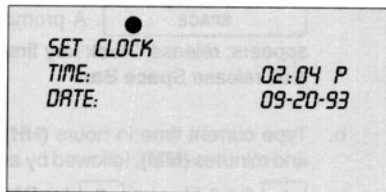




Figure 18

## Viewing the Clock

a. Press ; screen displays time and date.

b. To exit, press  or any function key. Refer to Configuration section for advanced display features. See Figure 19 for clock screen.

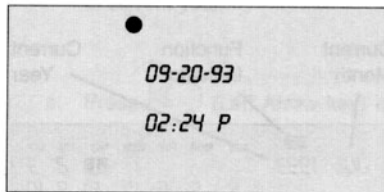



Figure 19

## 5. Calendar Function

This function displays a monthly calendar.

### Viewing the Calendar

- a. Press  (Calendar key).  
Screen displays calendar for current month; current day is highlighted. See Figure 20.

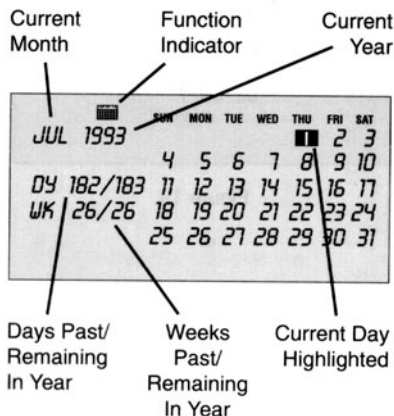


Figure 20


- b. Calendar screen also displays:

Number of days (**DY**) passed in current year.



Number of days (**DY**) remaining in current year.



Number of weeks (**WK**) passed in current year.

Number of weeks (**WK**) remaining in current year.




- c. Press  (Left Arrow key) or

 (Right Arrow key) to scroll days, or

- d. Press  or  to scroll weeks, or

- e. Press  or  to scroll months.





- f. Press  to scroll previous years and  to scroll future years.
- g. As cursor is moved, Day/Week Counter changes.
- h. To exit, press  or any function key.

## 6. Calculator Function


This function displays a paperless calculator that can add, subtract, multiply and divide.

### Performing Calculations

- a. Press  (Calculator key).  
A calculator screen appears.
- b. Press Number (0, 1, 2, 3, ...) keys and Decimal (.) key, as required. Only Number keys and Math Function keys operate in this mode.
- c. Press a Math Function key ( -, +,  $\div$ ,  $\times$ , MR, MC, /, %, etc.). MR is Memory Recall; MC is Memory Clear/Clear Entry.
- d. Continue Number, Decimal, and Math Function entries, as required.
- e. Press  (Equals key) to compute answer. See following example and Figure 21.

f. To clear screen, press



g. To exit, press  or any function key.

Example:

80.00

+ 27.40

- 3.80

x 15%



15.54

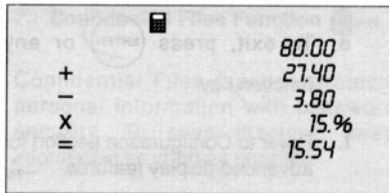










Figure 21

## Reviewing Calculations






- Press  or  to scroll, line by line, or
- Press  or  to scroll, page by page.
- Press  (Memory Recall/Clear Entry) key or  to clear equation.
- Press  to clear screen.

- e. To exit, press  or any function key.
- f. Refer to Configuration section for advanced display features.

## 7. Confidential Files Function

Confidential Files function protects personal information with password security. To save memory, keep information as short as possible.

### Entering a Password

- a. Press any function key.
- b. Press  and  hold ; press  and release . A prompt appears; release **Space Bar**. See Figure 22.

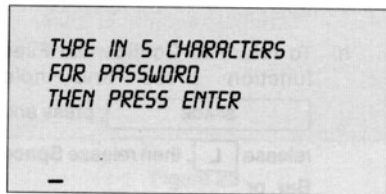







Figure 22


- c. Type password containing exactly five characters (letters and/or numbers).



If a password is forgotten, confidential files will not be accessible. Use password that is easy to recall.



- d. Press  to save password; confidential files index appears.
- e. Type confidential information, as required.
- f. Press  to move cursor to next line, as required.
- g. Press  to save entries.
- h. To return to Confidential Files function press and hold ; press and release , then release **Space Bar**, or
- i. To exit, press any function key.

## Entering Confidential Files

- a. Press .



A password is not required to enter confidential information. To *view* confidential information a password must be entered.

- b. Press and hold ; press and release . A prompt appears; release **Space Bar**. See Figure 23.

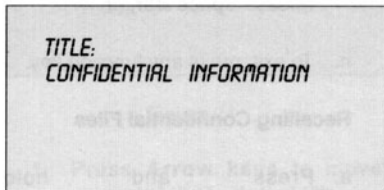



Figure 23

- c. Type title information.

d. Press  to move cursor to next line. Continue typing information, as required.

e. Press  to save file.


f. To enter another confidential file, type information as required, or

g. To return to Confidential Files function press and hold

; press and release  key, then release **Space Bar**, or

h. To exit, press any function key.



### Recalling Confidential Files



a. Press and hold ; press

and release  key. A prompt appears; release **Space Bar**.

b. Type password.

c. Press ; Confidential Files index appears.

d. Press  or  to scroll, line by line, or

e. Press  or  to scroll, page by page. See Figure 24.

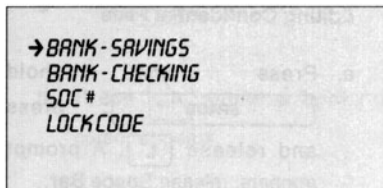






Figure 24

f. Press **Arrow keys** to move cursor to left of selected title.



g. Press  to view file.

h. Press  or  to scroll, line by line, or


i. Press **NEXT** or **LAST** to scroll, page by page.



j. To exit, press  or any function key.

### Editing Confidential Files

a. Press and hold ; press and release . A prompt appears; release **Space Bar**.

b. Type password.


c. Press ; a confidential files index appears.

d. Press  or  to scroll, line by line, or


e. Press **NEXT** or **LAST** to scroll, page by page.

f. Press **Arrow keys** to move cursor to left of selected file.

g. Press  to view file.

h. Press  once; a blinking cursor appears.

i. Press **Arrow keys** to move cursor to right of information to be changed.

j. Press  once for each character to be deleted; type new information, as required.

- k. Press **ENTER** to save changes.
- l. To enter another confidential file, type information as required, or
- m. To return to confidential files index, press and hold **SPACE**; press and release **L**, then release the **Space Bar**, or
- n. To exit, press **ENTER** or any function key.

### Deleting All Confidential Files and Passwords

- a. Press and hold **SPACE**; press and release **L**. A prompt appears; release **Space Bar**.
- b. Type five zeros (00000).
- c. Press **ENTER**; a prompt appears.

- d. Press **Y** to delete existing password and all Confidential files; press **N** to return to previous screen.
- e. To exit, press any function key.

### Changing a Password

- a. Press and hold **SPACE**; press and release **L**. A prompt appears; release **Space Bar**.
- b. Type five nines (99999).
- c. Press **ENTER**; a prompt appears. See Figure 25.

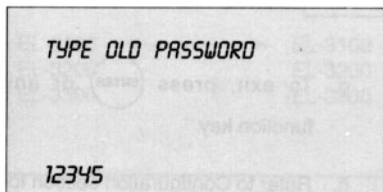




Figure 25

- d. Type old password; press ; a prompt appears. See Figure 26.

*ENTER A NEW 5 CHARACTER  
PASSWORD  
THEN PRESS ENTER*


54321

Figure 26

- e. Type new password; press .
- f. Confidential files index appears; press **Arrow keys** to scroll, or



When changing a password, Confidential Files will not be altered.

- g. To exit, press  or any function key.
- h. Refer to Configuration section for advanced display features.

## 8. Data Transfer Function

This function provides a method of copying data from one Rolodex unit to another. Rolodex unit data transfer compatibility is shown in the following table:

**Rolodex Unit Communication Table**

Unit Name	Direction of Data Transfer	Unit Name
EL-128K EL-4100	↔	EL-3100 EL-3200 EL-3300
EL-64K EL-64KPL	→	EL-128K EL-3100 EL-3200 EL-3300 EL-4100
EL-3100 EL-3200 EL-3300	↔	EL-3100 EL-3200 EL-3300



A transferred file is not erased from sending unit, only copied to receiving unit.

- A file in sending unit that has been edited (modified) is considered to be a **new file** when files are transferred to receiving unit. Therefore, if original version already exists in receiving unit, edited version will be read as a new, additional file.
- When files are transferred, original version may be deleted or both files may remain in receiving unit.
- If all 24 characters in top line of any file exactly match those characters of any other file, files are considered to be duplicate; Card File prompt will blink.
- Duplicate files may be edited, erased, or allowed to remain as is.



An optional PCLink can be purchased through Rolodex. Please call **1-800-727-ROLO** (1-800-727-7656) 8:30 AM to 5:00 PM, Monday through Friday. This kit enables user to copy data between Rolodex Pocket Organizers and IBM/IBM Compatible PCs (Personal Computers). Follow instructions enclosed in PCLink package. See enclosed PCLink coupon for details.

### Receiving Unit Set Up

- a. Place two Rolodex units next to each other; **receiving** unit must be on **left** and **sending** unit must be on **right**. Infrared diodes of each unit must be aligned and almost touching; this arrangement will minimize chance for transmission errors. See Figure 27.

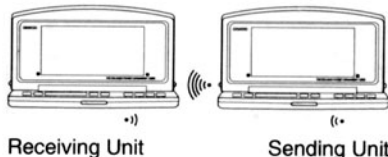






Figure 27

- b. Press .
- c. Press  key for Business Cards; press  for Personal Cards.



Prepare sending unit before proceeding. When both units are ready, press the **Receive** key first before pressing the **Send** key on appropriate units.

- d. Press  (Receive key) on **receiving** (left) unit.
- e. A prompt appears indicating that **receiving** unit is ready to accept files from **sending** unit. See Figure 28.

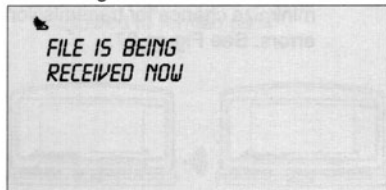









Figure 28

## Transferring a Single File

- a. At sending (right) unit, press ; a list of choices appears.
- b. Press  for Business Cards; press  for Personal Cards; an index appears.
- c. Press  or  to scroll, line by line, or
- d. Press  or  to scroll, page by page, or
- e. Type first few letters of person's name; screen scrolls to closest match.



Sorting can be accomplished only by name (first line) and **not** by company (second line).

- f. Press the **Return** key to select the file you would like to transfer.

- g. Press  (Send key); screen indicates file is being copied to receiving unit.



To abort during File Transfer, press **Enter** key of **sending** unit. See Figure 29.

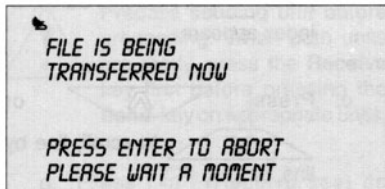


Figure 29

- h. When transfer is complete, a prompt appears on **sending** unit to confirm transfer.
- i. View screen of **receiving** unit; if transfer was successful, you will be returned to the Card file screen. If the transfer failed, a prompt will appear. See Figure 30.

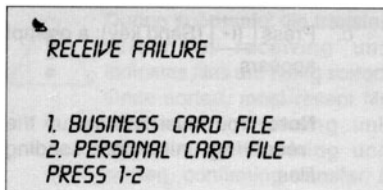


Figure 30

- j. At **sending** unit, press  if transfer was successful; press  if transfer failed.
- k. To exit, press  or any function key on both units.

### Transferring Several Files

- a. At sending (right) unit, press ; a list of choices appears.
- b. Press  for Business Cards; press  for Personal Cards, an index appears.

- c. Press **[t.]** (Send key); a prompt appears.

**Note:** You must first set up the **receiving** unit before sending files.

- d. Press **[A]** to send all files; press **[N]** to send new files only. Screen indicates files are being copied to receiving unit.



New files are any files created or edited since last transfer.

- e. When file transfer is complete, a prompt appears on **sending** unit to confirm transfer.
- f. View screen of **receiving** unit; if transfer was successful, you will be returned to the Card file screen.
- g. At **sending** unit, press **[Y]** if transfer was successful; press **[N]** key if transfer was not successful.



During successful file transfer, screen of receiving unit indicates files are being sorted. Once sorted, most recent file entered into sending unit appears on receiving unit screen, confirming transfer. If transmission error occurs, receiving unit will not accept transmitted file. If there is not enough memory to store transferred files, transferred files will not be stored.

- h. Refer to Configuration section for advanced display features.

## 9. Duplicate Files

Rolodex Pocket Organizer is equipped with automatic duplicate file detector. When entering a card file and the characters in the first line of a file match an existing file, a prompt appears to indicate duplication.

### CREATE DUPLICATE? Y/N

- a. At prompt, press **Y** to continue to enter the information with the duplicate first line or enter **N** to exit without entering.



## CONFIGURATION


This feature controls the way that certain information is presented.

### 1. Keytone Feature

Keytone feature sounds a "beep" whenever any key is pressed. This feature can be turned on or off, as follows:




- a. Press **SPACE**; press and release **C**. Configuration menu appears; release **Space Bar**.
- b. Press **1**; Keytone feature toggles off, or
- c. Press **1** again; Keytone feature toggles on.
- d. To save changes, press **ENTER** or any function key.

- e. To return to Configuration menu, press  and hold release , then release **Space Bar**, or

- f. To exit, press  or any function key.

## 2. Date Format



Date format determines how date is displayed. There are two ways to display date, as follows:

- a. Press ; press and release . Configuration menu appears; release **Space Bar**.
- b. Press ; date toggles to next format.

Example:

**(MM:DD:YY) Month, Day, Year**

**(DD:MM:YY) Day, Month, Year.**

- c. Press  again; date toggles to previous format.
- d. To save changes, press  or any function key.

- e. To return to Configuration menu, press  and hold

; press and release  , then release **Space Bar**, or

- f. To exit, press  or any function key.

### 3. Time Format

Time format determines how time is displayed. There are two ways to display time, as follows:

- a. Press  and hold

; press and release  . Configuration menu appears; release **Space Bar**.

- b. Press ; time toggles to next format.

Example:

**(HH:MM A/P) twelve hour clock**  
or

**(HH:MM) twenty-four hour clock.**

- c. Press  again; time toggles to previous format.

- d. To save changes, press  or any function key.

- e. To return to Configuration menu, press and hold

**SPACE**; press and release **C**, then release **Space Bar**, or

- f. To exit, press **ENTER** or any function key.

#### 4. Calendar Format

Calendar format determines how days will be displayed in Calendar screen and week-per-view screen. There are two ways to display calendar, as follows:

- a. Press and hold **SPACE**; press and release **C**. Configuration menu appears; release **Space Bar**.
- b. Press **4**; calendar toggles to next format.


Example:




**Sunday through Saturday or**


**Monday through Sunday.**

- c. Press **4** again; calendar toggles to previous format.
- d. To access another format in Configuration menu, press corresponding number, or






e. To save changes, press  or any function key.


f. To return to Configuration menu, press  and hold ; press and release ; then release **Space Bar**, or


g. To exit, press  or any function key.


## 5. TEL Number/FAX Number Format



TEL Number/FAX Number format determines if telephone number and FAX number prompts appear in Card File screen.


a. Press  and hold ; press and release ; Configuration menu appears; release **Space Bar**.

b. Press ; TEL Number/FAX Number prompt appears in Card File screen.

c. Press  again; TEL Number/FAX Number prompt disappears from Card File screen.

d. To save changes, press  or any function key.

e. To return to Configuration menu, hold ; press and hold ; then release **Space Bar**, or

- f. To exit, press  or any function key.

## TROUBLESHOOTING

Troubleshooting is limited to changing batteries, resetting unit, memory management, and infrared transfer. For other problems, contact a Rolodex dealer or call **1-800-727-ROLO** (1-800-727-7656). Customer Support hours are Monday through Friday, 8:30 AM to 5:00 PM Eastern Standard Time.

### 1. Primary Battery Replacement


Battery life varies with use. If low battery warning appears or screen loses contrast, replace batteries. Install two fresh 3V lithium batteries. Use CR 2430, or equal. See Figure 31.



Figure 31



Do not remove old batteries until new ones have been purchased. Replace old batteries promptly to prevent memory loss.

- a. Remove battery cover on bottom of unit. Press  (embossed arrow) and slide cover away from unit. See Figure 32.

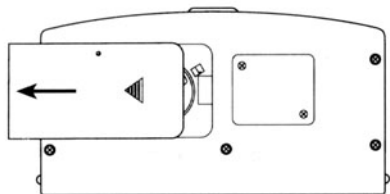


Figure 32

- b. Remove old batteries. See Figure 33.

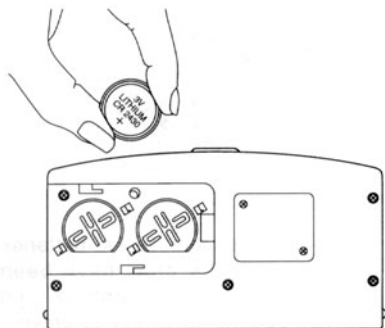


Figure 33



Dispose of old batteries properly.

- c. Install new batteries; observe proper polarity (positive side up, negative side facing unit).

Grasp new batteries by sides with thumb and index finger. Avoid handling flat sides of batteries.

- d. Replace Battery Cover.



Unit is equipped with a lithium backup battery to prevent memory loss during battery replacement. Lithium battery is for *backup only*. Do not rely on lithium backup battery for power, as memory loss may occur.

## 2. Backup Battery Replacement

Replace 3V lithium backup battery annually. Use CR 2032, or equal. See Figure 34.



Figure 34



Keep main operating batteries in unit while replacing lithium backup battery. Failure to follow this procedure will result in data loss.



Do not remove backup battery until new one has been purchased. Replace old battery promptly to prevent data loss.

- a. Remove screws holding battery cover to bottom of unit; use small Phillips screwdriver. See Figure 35.
- b. Lift battery cover.

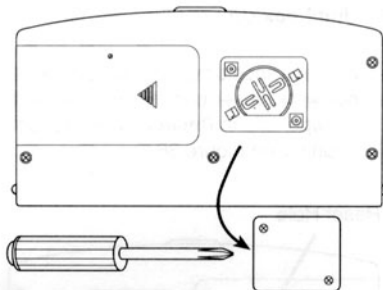


Figure 35

- c. Remove old battery.



Dispose of old battery properly.

- d. Install new battery; observe proper polarity.



Grasp new battery by sides with thumb and index finger. Avoid handling flat sides of battery.

- e. Replace battery cover.

### 3. Unit Lock Up

If screen should freeze or keypad does not work, reset unit by inserting end of paper clip in **Reset** hole on bottom of unit. See Figure 36.

Reset Hole

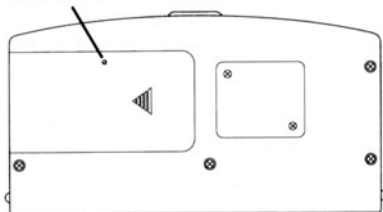


Figure 36



**Do not press Enter key** while resetting or data will be lost.

### 4. Memory Management

Review data often. Remove unnecessary files to provide space for new data.

## 5. Resetting the Memory

This clears all files simultaneously.



Resetting memory will erase all files.

1. Press and hold the ENTER key.
2. Locate the RESET hole on the bottom of the unit.
3. Insert the tip of a paper clip while the ENTER key is still down.
4. Watch the display screen change to a full dot display.
5. Release the ENTER key.
6. Insert the tip of the paperclip again. The display screen will return to normal and all the files will be deleted.

## 6. Infrared Transfer

When failure occurs:

- a. Place **sending** unit on **right**; place **receiving** unit on **left**.
- b. Align infrared diodes; units should be close, nearly touching.
- c. Check owners manual for each unit; verify both units are compatible for infrared transfer.

## ROLODEX CORPORATION ELECTRONICS WARRANTY

Rolodex Corporation, 245 Secaucus Road, Secaucus, New Jersey 07094-2196, WARRANTS that your NEW Rolodex Electronic Product is free from defects of workmanship and materials. If there is a defect or malfunction of this product, Rolodex will repair or replace it free of charge with proof of purchase for one year from the date of the original purchase.

This warranty does not apply to persons who purchased this product second hand or used.

This warranty does not include adjustments, parts, and repair by circumstances beyond the control of Rolodex including but not limited to fire or other casualty, accident, neglect, abuse, abnormal use, or battery leakage damage.

**There are no other expressed warranties except as stated herein. After the period of expressed warranty set forth herein, there are no expressed or implied warranties and those excluded include those of merchantability and fitness for a particular purpose.** In no event will Rolodex be liable for direct, indirect, special, incidental, or consequential damages resulting from any defect in the product, even if advised of the possibility of such damages. In particular, Rolodex shall have no liability for any programs or data stored in or used with Rolodex Electronic products and other computer products, including the costs of recovering such programs or data.

The warranty and remedies set forth above are exclusive and in lieu of all others, oral or written, expressed or implied. No Rolodex dealer, agent or employee is authorized to make any modification, extension, or addition to this warranty. Some States do not allow limitations on how long an implied warranty lasts and some States do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations may not apply to you. **To obtain service under the terms of this warranty:**

- Pack the product in the original carton or equivalent.
- Enclose a copy of the bill of sale or other document showing original purchase date.
- Enclose a card or note describing the difficulty you have had with the product. Be sure to include your complete name, address, day and evening phone numbers.
- Mail the product postage prepaid and insured to:

**Rolodex Corporation  
245 Secaucus Road  
Secaucus, New Jersey 07094-2196  
ATTN.: Customer Service.**

The Rolodex Corporation cannot be held responsible for any loss or damage caused in transit. Please retain proof of purchase to establish date of original purchase. Your

warranty starts with the date of original purchase. This warranty gives you specific legal rights, and you may also have other rights which vary from State to State.

## Out-of-Warranty Service

A flat-rate charge, by model, is made for out of warranty service. To obtain the service charge for a particular model, mail your request to Rolodex Consumer Service at the above address.

## FCC STATEMENT

This equipment generates and uses radio frequency energy and if not installed and used properly, that is, in strict accordance with the manufacturer's instructions, may cause interference to radio and television reception. It has been tested and found to comply with the limits for a class B computing device in accordance with the specifications in Subpart 3 of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment on and off, the user is encouraged to try to correct the interference by one or more of the following measures:

## Notes

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be from a notebook or a set of legal pads. There is no handwriting or other markings on the page.



## Notes

- Reorient the receiving antenna.
- Relocate the computer with respect to the receiver.
- Move the computer away from the receiver.
- Plug the computer into a different outlet so that computer and receiver are on different branch circuits.

If necessary, the user should consult the dealer or an experienced radio/television technician for additional suggestions. The user may find the following booklet prepared by the Federal Communications Commission helpful: "How to Identify and Resolve Radio-TV Interference Problems".

This booklet is available from the US Government Printing Office, Washington DC 20402, Stock No. 004-000-00345-4.

## **Getting Started**

### **Removing the Insulation Tape**

Before operating for the first time, pull out horizontally the battery insulation tape from the battery compartment.